

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)  
PROCESSING SCHEDULE FOR **2017-2018**

<b>A. <u>MONTH</u></b>	<b>B. <u>DEPARTMENT COORDINATOR</u></b>	<b>C. <u>ICSD/ISO</u></b>	<b>D. <u>DHRD/EAO</u></b>	<b>E. <u>ICSD/ISO</u></b>	<b>F. <u>DEPARTMENT COORDINATOR</u></b>	<b>G. <u>TheBUS</u></b>	<b>H. <u>DEPARTMENT COORDINATOR AND/OR FISCAL OFFICE</u></b>
FOR BUS PASS / HANDI- VAN FARE COUPONS/ VANPOOL VOUCHER	DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PROGRAM SYSTEM	DISABLE INPUT SCREEN	PRINT & SEND SIGNED CERTIFIED LIST TO DAGS PRE- AUDIT	REFRESH PRE-TAX TRANSPORTATION SYSTEM TO REFLECT BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL VOUCHER COUNT	DATE TO EMAIL BUS PASS, HANDI- VAN FARE COUPON AND VANPOOL VOUCHER COUNTS/ORDERS TO TheBUS <i>{Refer to your Re-Order Report}</i>	BUS PASS, FARE COUPONS AND VANPOOL VOUCHER DELIVERY TO COORDI- NATORS	DISTRIBUTE BUS PASSES, FARE COUPONS AND VOUCHERS TO EMPLOYEES AND REMIT PAYMENT CHECK TO TheBUS
JUL '17	5/30/17 – 7:00 pm	5/30/17 – 7:00 pm	5/31/17	6/01/17	6/06/17 – 4 pm	6/14/17	6/20/17
AUG '17	6/29/17 – 7:00 pm	6/29/17 – 7:00 pm	6/30/17	7/03/17	7/07/17 – 4 pm	7/14/17	7/20/17
SEPT '17	7/28/17 – 7:00 pm	7/28/17 – 7:00 pm	7/31/17	8/01/17	8/07/17 – 4 pm	8/14/17	8/17/17
OCT '17	8/30/17 – 7:00 pm	8/30/17 – 7:00 pm	8/31/17	9/01/17	9/07/17 – 4 pm	9/14/17	9/20/17
NOV '17	9/28/17 – 7:00 pm	9/28/17 – 7:00 pm	9/29/17	10/02/17	10/09/17 – 4 pm	10/16/17	10/20/17
DEC '17	10/30/17 – 7:00 pm	10/30/17 – 7:00 pm	10/31/17	11/01/17	11/06/17 – 4 pm	11/14/17	11/20/17
JAN '18	11/29/17 – 7:00 pm	11/29/17 – 7:00 pm	11/30/17	12/01/17	12/07/17 – 4 pm	12/14/17	12/20/17
FEB '18	12/28/17 – 7:00 pm	12/28/17 – 7:00 pm	12/29/17	1/02/18	1/05/18 – 4 pm	1/12/18	1/19/18
MAR '18	1/30/18 – 7:00 pm	1/30/18 – 7:00 pm	1/31/18	2/01/18	2/06/18 – 4 pm	2/13/18	2/20/18
APR '18	2/27/18 – 7:00 pm	2/27/18 – 7:00 pm	2/28/18	3/01/18	3/07/18 – 4 pm	3/14/18	3/20/18
MAY '18	3/28/18 – 7:00 pm	3/28/18 – 7:00 pm	3/29/18	4/02/18	4/09/18 – 4 pm	4/16/18	4/20/18
JUN '18	4/27/18 – 7:00 pm	4/27/18 – 7:00 pm	4/30/18	5/01/18	5/07/18 – 4 pm	5/14/18	5/18/18
JUL '18	5/30/18 – 7:00 pm	5/30/18 – 7:00 pm	5/31/18	6/01/18	6/06/18– 4 pm	6/14/18	6/20/18

**E-MAIL ORDERS TO:**

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cc: Tom Enomoto at [tom.enomoto@thebus.org](mailto:tom.enomoto@thebus.org)

**MAIL PAYMENT CHECKS TO:**

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Honolulu, HI 96819  
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